



OFFICE OF STUDENT CONDUCT

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## Academic Integrity Violation Reporting

The Office of Student Conduct is charged by the faculty with adjudicating all violations of the Code of Conduct including those involving academic dishonesty. (R&P 4.2.2.3) This packet of information is provided to you as a faculty member to assist you in reporting alleged violations by educating you about the conduct process, giving you a detailed outline of the reporting process, and providing you with some resources related to promoting academic integrity in your classes. If after reading this packet you have further questions, please feel free to contact the Office of Student Conduct at 610 758-4632 or via email at [inosc@lehigh.edu](mailto:inosc@lehigh.edu).

### SECTION I - Reporting Alleged Academic Integrity Violations

1. If you discover or are made aware of an alleged academic integrity violation, the first step should be to investigate it as thoroughly as possible. ***ALL SUSPECTED CASES OF ACADEMIC DISHONESTY SHOULD BE REPORTED TO THE OFFICE OF STUDENT CONDUCT.***
  - a. In cases involving plagiarism, you should attempt to discover the source that was plagiarized. This can be done using conventional research methods, internet searches or more specialized tools. Lehigh University subscribes to Turnitin.com, a tool that detects possible plagiarism and provides detailed reports. For further information concerning Turnitin.com, please contact the Office of Faculty Development (<http://www.lehigh.edu/~infkli/UsingTurnitin.htm>).
  - b. In cases that involve suspected copying or collusion, review any suspect assignments and see what sections are most likely to have been completed dishonestly.
  - c. In cases that involve cheating on quizzes or examinations, quickly write down your observations regarding the situation for later inclusion in your narrative (see below)
  - d. If you need assistance in this step, contact the Office of Student Conduct at 84632.
  - e. The decision to confront or not confront the accused student is up to you; however, it is recommended that you explain to the student that you suspect there to be academic integrity violations and that you may be forwarding the case to the Office of Student Conduct. In any case, the student(s) will be contacted by the Office of Student Conduct if the case is reported (see II).
2. Once you have compiled all the information needed, you then should fill out the attached “Academic Dishonesty Reporting Form”.
3. This form and all requested information should be submitted to the Office of Student Conduct as soon as possible.
4. The Office of Student Conduct will contact you via phone or email to discuss the matter with you and to answer any questions you might have concerning this situation.
5. At this point the case will be moved through the conduct process and you will be called as a witness at a hearing before the University Committee on Discipline.
6. Grading: If the situation is discovered after the course has been completed, please submit a grade of “NF” to the Registrar’s Office.

## SECTION II – The Conduct Process

The Lehigh University Code of Conduct outlines the process used to resolve Academic Dishonesty violations. There are several important points that you as a faculty member should know and understand:

1. Accused students are “not responsible” until found responsible by a hearing panel.
2. **Lehigh University’s disciplinary process provides accused students with a fundamentally fair process for resolving alleged conduct violations.** All cases of suspected academic dishonesty are to be resolved via one of the processes outlined in the Code of Conduct. Prior to the hearing, the conduct officer will review the information you submitted about the alleged violation. The officer will meet with the accused student(s) and any witnesses to review the hearing process and gather further relevant information. The conduct officer will then draft the “letter of charges” which is provided to the student at least 7 days prior to the hearing indicating the specific nature of the alleged violations. In addition, the hearing panel will receive the identical information to review prior to the hearing. Any relevant information you provide in writing to the conduct officer (i.e. copies of assignments, syllabi, email interchanges about the allegations, etc.) will also be included in the supporting materials to the accused student and the panel.
3. The hearing process is divided into 8 parts. You will be directly involved in two portions of the actual hearing. (The time commitment for this is likely to be between 30 and 90 minutes.).
4. The hearing panel is made up of 2 faculty members, 2 students, and a member of the Student Affairs Staff. All of these people have been trained in handling cases of this type and have volunteered for the Committee on Discipline. These five members of the panel will be on one side of a long table. The accused student(s) (and their advisor if they choose to have someone present) will be sitting on the other side of the table. A chair for witnesses will be on the same side of the table as the accused student. A member of the Office of Student Conduct staff will be in the back of the room (and will likely have brought you into the room). That person is responsible for insuring the integrity of the process. Once you are seated and introduced, the hearing panel will begin by questioning you. It is likely that their first question will be to give your interpretation of the events in question. This will likely be a re-cap of the narrative you provided with the Academic Dishonesty Reporting Form. Other questions that you may be asked include:
  - a. How often did the student(s) attend class?
  - b. How was the student(s) doing in the class?
  - c. Questions that will allow the members of the hearing panel to understand your particular academic discipline as related tot his case. (For example a computer science professor might be asked what differences or similarities would be expected between two programs. Why is the assignment/exam in question different from those expectations?)
  - d. Did you discuss academic integrity either in class or on your syllabus? (*please note that this question is not an attempt to excuse the student but merely to gather understanding about the student’s knowledge of the issue at hand*)
5. After the hearing panel questions you, the accused student has the right to ask you questions. The case officer and the hearing panel chairperson will not intervene if the student’s questions become irrelevant.
6. After the student has questioned you, the panel may ask further questions (and the student may ask some additional questions as well). After this you will be asked to wait outside while the hearing continues.
7. You will be called back into the room at a later time and the chairperson of the hearing panel will give you a brief summary of the accused student’s testimony. Then the panel will ask any additional questions that they might have and provide the student with an opportunity to do the same. After this interaction, you may leave. If you would like more information regarding the UCOD hearing process, please check the Office of Student Conduct’s website at [http://www.lehigh.edu/~indost/conduct/student\\_conduct.html](http://www.lehigh.edu/~indost/conduct/student_conduct.html)
8. The Office of Student Conduct will contact you via email and/or in writing regarding the outcome of the case.
9. Possible outcomes of a hearing. The hearing process is two fold. First the hearing panel will determine if the accused student is “responsible” or “not responsible” for specific charges. If the accused student is found “responsible” then they are required to impose sanctions. Findings of responsibility are based on what is called

a “preponderance of evidence”. In other words, the hearing panel will ask that considering the information we have at hand, is it more likely than not that this student committed this particular act”

- a. If a student is found “not responsible” then the case is over and you, as the faculty member, will be required to grade the assignment in question as if the accusations were not brought.
- b. If the student is found “responsible”, the hearing panel will impose sanctions. You will be informed of these sanctions via letter a few days after the hearing.
  - i. One of the following sanctions will be imposed:
    1. Disciplinary Warning
    2. Disciplinary Probation
    3. Disciplinary Deferred Suspension
    4. Disciplinary Suspension
    5. Disciplinary Expulsion
  - ii. The hearing panel can also assign a grade of “F” in the course as a disciplinary measure. If a grade of “F” is not assigned, you are permitted to grade the student in any manner you see fit.
  - iii. They may make other recommendations to you regarding grading, but you are not required to follow those recommendations.
  - iv. The hearing panel may assign educational sanctions. Examples of these include: apology letters, the resubmission of plagiarized work for no credit, papers on other related topics to be submitted to the Office of Student Conduct, requirements to seek assistance in areas in which the student is academically deficient.

### **SECTION III – Resources to assist in promoting academic integrity.**

Lehigh University has developed a centralized website for information pertaining to academic integrity. It can be found at: <http://www.lehigh.edu/~inprv/faculty/academicintegrity.html>

## **Lehigh University Office of Student Conduct**

**227-229 Warren Square \* Bethlehem PA 18015**

**Phone: 610 758-4632      Fax: 610-758-5151**

[inosc@lehigh.edu](mailto:inosc@lehigh.edu)



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**Academic Dishonesty Report**

**Instructions:** Please return this completed form and all relevant documentation related to the alleged violation of the Code of Conduct to: **Office of Student Conduct, Lehigh University, 227-229 Warren Square.** You will be contacted upon its receipt to discuss the process and your further involvement. *If a final grade in the class is due at the time of this filing, submit a grade of "NF"*

**DATE OF INCIDENT:** \_\_\_\_\_

**COURSE INFORMATION**

Course Name: \_\_\_\_\_

College: \_\_\_\_\_

Course Number: \_\_\_\_\_

**FACULTY MEMBER INFORMATION (If you are a TA have you notified your supervisor Y or N)**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Office Location/Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Office Location/Address: \_\_\_\_\_

**STUDENT INFORMATION:**

1. Student Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Role (Accused, TA, Witness, Other): \_\_\_\_\_

2. Student Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Role (Accused, TA, Witness, Other): \_\_\_\_\_

3. Student Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Role (Accused, TA, Witness, Other): \_\_\_\_\_

**NARRATIVE OF EVENT:** (please describe in as much details as possible what lead to this charge being filed, attach additional sheets if needed):

**OTHER INFORMATION:**

**A. Please list any grades or evaluations the student has received in this class prior to this incident:**

**B. Please comment (if possible) on the student s attendance record in this class before and after this incident:**

**C. Have you discussed this incident with the student? (YES or NO)**

**If YES, please describe that meeting:**

**D. Which days of the week are you available at 4:00 p.m. for a hearing (Mon, Tues, Wed, Thurs, Fri)**

**WHEN SUBMITTING THIS FORM, PLEASE INCLUDE:**

- 1) A SYLLABUS FOR THE CLASS IN QUESTION**
- 2) ANY DOCUMENTS (Tests, papers, crib sheets, etct) THAT WOULD BE RELEVANT**
- 3) SUPPORTING INFORMATION**